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C O P Y

AIR

25X1A6c

DATE: 1 November 1955

25X1A : Chief, [REDACTED]

: Chief, FE

INFO: COS, [REDACTED]

25X1A6a

- Administrative

- Financial and Material Control of Property Assets

25X1A6c Reference: [REDACTED]

1. Headquarters has noted the information copies of referenced dispatch with much interest, and is awaiting information concerning the comments of the Chief of Station, [REDACTED]

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2. Upon receipt of the dispatch, the attachments thereto were reproduced and distributed to the information addressees in order that the several headquarters elements concerned would have full opportunity to study the detailed proposals presented therein to the Chief of Station, [REDACTED]

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3. The contents of the dispatch have been the subject of a number of separate discussions within the support offices involved, and within the Division. In addition, representatives of the Division have met with senior officials of the Office of the Comptroller, the Logistics Office, and the Medical Staff. The purpose of this latter meeting was for the FE representatives, as proponents of your recommendations, to initiate round-table discussions to elicit the problems involved in both the continuation and the change of the systems reflected in the present Supply Control Center. The delineation of problems was for the further purpose of briefing the Comptroller in order that he may better explore your proposals to the Chief of Station, [REDACTED] when he visits your area in the near future.

4. The entire problem of administrative workload required of field elements is undergoing renewed careful study at headquarters. Previous studies of required reports will be re-examined. It is probable that a committee will soon be formed which has representatives of both the major support offices and the area divisions, and which will review the effectiveness, complexity, and economy of support practices, procedures, and policies as they relate to the workloads of field elements and the needs of KUBARK as a whole. In addition

/to this committee

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to this committee (chaired by the Special Support Assistant, [redacted] or [redacted] representative), separate studies will be conducted by the support offices and by the area divisions, including FE. Some of these studies are already underway. In addition, the Special Support Assistant, [redacted], and representatives of this Division have discussed this administrative problem with the [redacted] Base Chiefs presently in headquarters on TDY.

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5. It is known that you are making a similar sustained effort in the field concurrently with accomplishing the normal operations of the [redacted] Base. It is believed that you could make an even more valuable contribution by not only continuing to examine the administrative procedures of [redacted] field elements as they directly involve the [redacted] Base, but also by examining base administrative activity which is the result of the systems and procedures established by headquarters over the years. Such studies, in addition to possibly producing simplified support procedures for field elements (e.g., fewer reports, more direct procurement, condensed or categorized records), may result in significant support manpower savings, reduced support training requirements, and a lessening of the administrative concerns of base and station chiefs. Such studies by the [redacted] Base supplement the studies being conducted at headquarters, and would have the advantage of being accomplished at the field base level where the administrative workload in question exists.

25X1A2e

27 October 1955

Distribution:

- 3 - Addressee
- 1 - COS, [redacted]
- 1 - Comptroller
- 1 - FE/6

FE/DST/jhj

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COMPTROLLER

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